

Job Title	My Jewish Learning Assistant
Industry	Internet/Online/New Media
Schedule	Full Time, Monday - Friday
Location	New York Metropolitan Area
Benefits	403b/Dental/Health
Salary	\$55,000 to \$60,000

Job Requirements

Are you passionate about helping people connect with Jewish life and learning? Hundreds of thousands of people each month depend on My Jewish Learning's offerings — from special email series to multi-part classes to our daily online Kaddish gathering — as one of their main connections to Jewish tradition. Now we're looking for an Assistant to help us make it all happen.

As a My Jewish Learning Assistant, you'll support the My Jewish Learning team and others on the broader 70 Faces Media staff across various areas, including content production, email marketing, customer service. You will manage daily email input, create event registration pages, coordinate art requests with the design team, upload articles to our content management system, and ensure seamless online class logistics. A key aspect of your role will be to deliver outstanding customer service, enhancing participant satisfaction.

This position is right for you if you love keeping track of the details, you're technically savvy and eager to learn new platforms, you have a helpful and friendly communication style, and you're a natural problem-solver. You will report to the Director of Editorial Experiences and join a dynamic team committed to building Jewish community through digital media.

What You'll Do

- Create event registration pages on multiple platforms (Eventbrite, Teachable, Google Forms, etc.)
- Create daily email newsletters, course updates, and promotions in our email platform
- Load articles, images and other media into our CMS and keep the website freshly updated
- Organize our course schedule, documents, images and other materials
- Respond to customer service inquiries and reader feedback
- Assist with marketing activities, in coordination with social media, editorial and revenue team members
- Regularly update the web pages that advertise our courses with our ever-changing roster of programs
- Communicate with partner organizations about new programs
- Assist with hosting online events and pitch in as needed at in-person events
- Correspond with teachers and other logistical stakeholders
- Provide assistance with additional daily operations across My Jewish Learning

What You'll Bring

- 1-2 or more years in a digital function
- Excellent communication, organizational skills, and project management abilities
- Mastery of AirTable or similar project management software
- Strong visual eye for assessing marketing images, course pages, social media, etc.
- Professional and mature demeanor in email communication with partners and customers
- Ability to soak up instructions on how to use new digital platforms, apps and more
- Knowledge of and interest in Jewish religion, traditions, food, and culture

About 70 Faces Media

70 Faces Media is the largest digital nonprofit Jewish publisher in North America. We publish six brands: Jewish Telegraphic Agency, My Jewish Learning, Kveller, The Nosh, Hey Alma, and the New York Jewish Week.

How to Apply

To apply for this position, please send a resume, cover letter, and writing sample to jobs@70facesmedia.org with "My Jewish Learning Assistant" in the subject line.